



City of Rockville Uncorked Wine & Music Festival

Saturday, August 23, 2014 • Rain Date: Sunday, August 24, 2014

12 noon – 6 p.m. • Rockville Town Square

www.rockvillemd.gov/events • www.Facebook.com/RockvilleUncorked

Vendor Application

Please print all information clearly

Winery/Vendor: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____ Fax: _____

Website: _____ Facebook: _____

Email: _____

WINE VENDOR RATES

<i>Quantity</i>	<i>Item</i>	<i>Cost</i>
_____	10' x 20' tented space including 2 tables and 2 chairs	\$0
_____	Ice blocks (limit 4 per vendor)	\$0

NON-WINE VENDOR RATES (participation subject to approval)

<i>Quantity</i>	<i>Item</i>	<i>Cost</i>
_____	10' x 10' tented space including 2 tables and 2 chairs	\$400
_____	Electricity	\$100

SUBMIT WINE/VENDOR APPLICATION AND CERTIFICATE OF INSURANCE TO:

City of Rockville
Uncorked Wine & Music Festival
111 Maryland Ave., Rockville, MD 20850
Contact: Amanda Smigelsky-Knox, Event Specialist
Aknox@rockvillemd.gov • 240.314.8604 (P) • 240.314.8659 (F)

SUBMIT TO MONTGOMERY COUNTY DEPT. OF LIQUOR CONTROL (Application Attached)

Department of Liquor Control
201 Edison Park Drive, Gaithersburg, MD 20878
240.777.1900 (P) • 240.777.1962 (F)

CHECK LIST (ALL ITEMS MUST BE COMPLETED BY FRIDAY, APRIL 25, 2014)

- ☐ Completed and signed Uncorked Vendor Application
- ☐ Certificate of Insurance naming **Mayor and Council of the City of Rockville** as additionally insured submitted
- ☐ Completed State of Maryland (Montgomery County) Application for Alcohol Beverage License
- ☐ Check, if applicable, made payable to **City of Rockville** submitted with application

I hereby apply to participate as a special event vendor in the City of Rockville. I agree to hold harmless the City of Rockville for any injury to myself or my employees or damage to my property including theft, or any property of my agents or employees. I further agree that I am responsible for all damages to persons or property that may result from my fault of negligence or the fault or negligence of my agents or employees, and further agree to indemnify and hold harmless the City of Rockville from any loss, damage, or claim incurred by the City by reason of my fault or negligence or fault of my agents or employees. I agree to adhere to all the rules and regulations listed in the Conditions of the Show and Policies/Eligibility. I further agree to any regulations or requirements that have been or may be imposed by the City of Rockville.

Signed and Accepted _____ Date _____



CONDITIONS OF THE EVENT

Booth Space

Booth space and locations are assigned based on availability and discretion of Festival supervisors. The use of the locations is restricted to the applicant to whom it is assigned. Each space is a 10'x20' tented space. One space is allotted per applicant unless otherwise requested and paid for by the applicant. Electricity is NOT provided. Generators are NOT permitted.

All exhibitors are responsible for keeping their area clean during event hours, including clean-up at the end of the event. All displays should be neat and clean throughout the event.

Equipment/Supplies

- *Vendor Booths*
Each applicant is responsible to set-up and arrangement of own space. City will provide the tent, 2 tables, 2 chairs, and ice for each booth. Vendors are expected to provide wine, booth signage, literature about business, staff as well as any other additional equipment.
- *Event*
City will supply wine glasses, wristbands, buckets, water coolers, event signage, food vendors, portable restrooms, ice tubs and entertainment.

Wine glasses

The City will also be checking IDs and will provide all persons 21 years and older with a wristband after paying the fee to participate and receive an Uncorked wine glass.

Wine Samples

Limited to ½ oz. samples per serving.

Selling Wine

Vendors are permitted to sell bottles of wine for off-site consumption. Vendor will receive 100% of the proceeds.

Load-in

Vehicles will not be allowed on-site until the City supervisor gives the authorization. Vendor vehicles will be permitted on-site starting at 9 a.m. on Saturday, August 23.

Parking

All vehicles must be off-site by 11 a.m. in preparation for the start of the event at 12 noon. Parking for vendors will be available one block from the event site.

Load-out

All vehicles will be permitted on-site for load-out at 6 p.m. provided the site is cleared from the majority of pedestrians. All booths must be cleared and vehicles off-site by 7 p.m.

Rain Date

Wineries and vendors must commit to participate on the rain date, Sunday, August 24, if the original scheduled date, Saturday, August 23, is cancelled. No exceptions.